

Guidelines on Honoraria for Clinicians  
*Prepared by the Corporate Services Department*  
*December 2015*



**GUIDELINES ON HONORARIA FOR CLINICIANS**

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## HONORARIA FOR CLINICIANS

The Centre for Health Information recognizes the invaluable services that clinicians provide to various committees of the Centre and as such, the Centre provides honoraria to those clinicians as outlined in these guidelines.

The guidelines for honoraria were developed to ensure consistent practice across the organization. All areas of the Centre must adhere to the following guidelines for the amount of honoraria paid to clinicians.

Honoraria may consist of a cash payment and/or travel expenses. Travel expenses may be reimbursed or paid directly on behalf of the guest provided they are in accordance with the Centre's policies.

The honoraria amounts for clinicians are set out in the reimbursement schedule below:

### Reimbursement Schedule

Clinician	Amount of Honoraria
Physicians	\$800/day
Pharmacists	\$450/day
Nurse Practitioners	\$450/day
Registered Nurses	\$400/day

Note: The hourly rate will be the amount of honoraria divided by seven.

In the event that the Centre requires the expertise of a clinician not named in the Reimbursement Schedule, employees must consult with the Chief Financial Officer (CFO) before committing to payment of a particular honoraria amount. The CFO reserves the right to establish the honoraria amount for those clinicians not listed in the Reimbursement Schedule.

Monies paid for travel expenses will follow Centre policies and the Government of Newfoundland and Labrador travel reimbursement rates. The rates can be found at [http://www.exec.gov.nl.ca/exec/pss/working\\_with\\_us/transportation.html](http://www.exec.gov.nl.ca/exec/pss/working_with_us/transportation.html) or [http://www.exec.gov.nl.ca/exec/hrs/working\\_with\\_us/meal\\_rates.html](http://www.exec.gov.nl.ca/exec/hrs/working_with_us/meal_rates.html).

Travel must be by the most economical means. Clinicians must present their Expense Claim within 120 days from the date of travel. All applicable receipts must also be included with the claim.

### Clinicians

Clinicians are paid honoraria as listed in the reimbursement schedule for meetings or activities when the clinician has been requested to attend by the Centre. Normally there is no compensation for meeting preparation or travel time. In extenuating circumstances, the President and Chief Executive Officer (CEO) may approve compensation for meeting preparation or travel time for chairpersons or other clinicians. These exceptions will be documented with the determined rate approved by the President and CEO.

Claims for Honoraria are submitted to the Centre using the Expense Claim Form.

Clinicians must include the date(s) of the meeting or activity, their mailing address and a brief description of the meeting on the Expense Claim Form.

### **Centre Representatives**

Proper documentation needs to be provided to Corporate Services prior to the payment of honoraria to clinicians. Centre staff responsible for various Centre committees must inform Corporate Services of the names of the clinicians requested and meeting particulars in advance of meeting or activity. Employees are responsible to identify the:

- clinician's name;
- type of clinician;
- date of meeting or activity;
- anticipated length of meeting; and
- reason for inviting clinician.

An employee of the Centre is not eligible to receive honoraria for Centre sponsored events. Employees sitting on related committees outside of the Centre should refer to the *Conflict of Interest Act, 1995*.

### **Honoraria Approval**

The President and CEO authorizes payment of honoraria to clinicians.

At the discretion and with supporting documentation, the President and CEO may approve amounts above the established guidelines if it can be proven that such an increase is warranted. For example: The President and CEO may authorize higher honoraria if the clinician has undertaken a chairperson role, an excessive amount of committee workload or responsibility, or has faced undue hardship.

Honoraria payments are processed by Corporate Services and as such appropriate documentation should be provided to support the payment.

### **Definitions**

*Honoraria*: An honoraria is an ex-gratia payment made to a person for their services in a volunteer capacity or for services for which fees are not traditionally required.

President and CEO Approval

Date:

Signature on Original Document

December 1, 2015

### **Revision History**

Initially Approved: October 2010  
Revised: September 2013  
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Newfoundland and Labrador Centre for Health Information

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